

**RECORD OF PERFORMANCE QUALIFICATIONS FOR
FOOD SERVICE SPECIALIST**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING

**FOOD SERVICE SPECIALIST (Rev. 01/00) – This edition is effective for
the May 2001 SWE.**

ABBREVIATION

FS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME *(Last, First, Middle Initial)*

SOCIAL SECURITY NUMBER

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<p>SECTION A: FOOD PREPARATION</p> <p>4.01 Perform three types of recipe adjustments in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.02 Using the proper knife, chop two different food items in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.03 Using the proper knife, dice two different food items in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.04 Using the proper knife, mince two different food items in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.05 Cook two items progressively from an approved weekly menu in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.06 Prepare Brewed coffee, Fruit punch, and Iced tea in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 Product instructions <p>4.07 Prepare a bread dressing in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.08 Prepare poultry using the dry heat cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.09 Prepare poultry using the moist heat cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.10 Prepare poultry using the fry cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.11 Prepare seafood using the dry heat cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.12 Prepare seafood using the moist heat cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.13 Prepare seafood using the fry cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.14 Prepare beef using the dry heat cooking method in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.15 Prepare beef using the moist heat cooking method in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.16 Prepare beef using the fry cooking method in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.17 Prepare pork using the dry heat cooking method in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.18 Prepare pork using the moist heat cooking method in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.19 Prepare pork using the fry cooking method in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.20 Prepare brown gravy in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.21 Prepare a white sauce in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.22 Prepare an uncooked sauce (i.e. Tartar sauce, Cocktail sauce) in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.23 Prepare a light soup in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.24 Prepare a heavy soup in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.25 Prepare a cream soup in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.26 Carve a whole roasted turkey in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.27 Hand-carve a beef roast in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.28 Slice fabricated meat in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.29 Prepare eggs cooked to order in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.30 Prepare an omelet in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.31 Prepare two different simmered egg products in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.32 Wash fresh fruits and vegetables for consumption in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.33 Prepare two different uncooked salads in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.34 Prepare two different cooked salads in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.35 Prepare two different fresh fruit products in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.36 Cook a fresh vegetable product in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.37 Cook a frozen vegetable product in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.38 Cook a canned vegetable product in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.39 Cook two different rice products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.40 Cook two different pasta products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.41 Cook two different potato products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 		
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<p>SECTION A. FOOD PREPARATION</p> <p>4.42 Prepare from raw ingredients, a one crust pie in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.43 Prepare from raw ingredients, a two crust pie in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.44 Bake a sheet cake in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.45 Prepare a frosting, from raw ingredients, in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.46 Frost a cake in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication <p>4.47 Prepare from raw ingredients, two quick bread products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 series • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.48 Prepare two different types of cookies in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 		
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<p>SECTION A: FOOD PREPARATION</p> <p>4.49 Prepare two yeast-raised bread products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>4.50 Prepare two different yeast-raised sweet dough products in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>5.01 Draft a two week menu for approval in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>5.02 Draft a load guide for a two-week deployment using an approved 2 week cycle menu in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>5.03 Draft a work flow plan for a specialty meal (i.e. Holiday, Special event) in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 • NAVSUP form 1090 <p>5.04 Demonstrate how to modify a currently used recipe to reduce calories and fat in accordance with:</p> <ul style="list-style-type: none"> • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 • Coast Guard Wellness Manual COMDTINST M6200.1 <p>6.01 Draft a six week cycle menu for approval in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) <p>Armed Forces Recipe Service (AFRS) NAVSUP Publication 7</p>		
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<p>SECTION A: FOOD PREPARATION</p> <p>6.02 Draft a load guide for a six-week deployment using an approved six-week cycle menu in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>SECTION B: UTENSILS AND EQUIPMENT</p> <p>NOTE: All Coast Guard Dining Facilities and equipment are to be operated using the safety guidelines in accordance with the Food Service Practical Handbook COMDTPUB P4061.4 (series), Manufacturers Safety Instructions, or Unit Safety Instructions.</p> <p>4.01 Operate and secure a gas or electric range in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Manufacturers operating instructions <p>4.02 Set up, operate, and secure a dishwashing machine in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Manufacturers operating instructions <p>4.03 Demonstrate manual dishwashing procedures in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual COMDTINST M6240.4 (series) <p>4.04 Set up, operate, and secure a deep fat fryer in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Manufacturers operating instructions <p>4.05 Operate and secure a steam-jacketed kettle in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Manufacturers operating instructions 		
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<p>SECTION B. UTENSILS AND EQUIPMENT</p> <p>4.06 Set up, operate, and secure an electric food mixer in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.07 Set up, operate, and secure a coffee machine, a juice dispenser, and a milk dispenser in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.08 Set up, operate, and secure a meat slicer in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.09 Set up, operate, and secure an electric toaster in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.10 Set up, operate, and secure a gas or electric griddle in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.11 Set up, operate, and secure a gas or electric, conventional, or convection oven in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.12 Set up, operate, and secure a steamer in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions 		
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<p>SECTION B: UTENSILS AND EQUIPMENT</p> <p>4.13 Set up, operate, and secure a steam table in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.14 Set up, operate, and secure a chilled salad bar in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.15 Set up, operate, and secure a proof box in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) Manufacturers operating instructions <p>4.16 Sharpen by hand a chef's knife, a boning knife, and a paring knife in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) <p>4.17 Steel a chef's knife, a boning knife, and a paring knife in accordance with:</p> <ul style="list-style-type: none"> Food Service Practical Handbook COMDTPUB P4061.4 (series) <p>SECTION C: SAFETY AND SANITATION</p> <p>4.01 Prior to handling food, demonstrate personal hygiene in accordance with:</p> <ul style="list-style-type: none"> Food Service Sanitation Manual, COMDTINST M6240.4 (series) <p>4.02 Store leftover food in accordance with:</p> <ul style="list-style-type: none"> Food Service Sanitation Manual, COMDTINST M6240.4 (series) 		
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<p>SECTION C: SAFETY AND SANITATION</p> <p>4.03 Clean and sanitize a gas or electric range in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.04 Clean and sanitize a gas or electric griddle in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.05 Clean and sanitize a gas or electric, conventional or convection oven in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.06 Clean and sanitize a dishwashing machine in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.07 Clean and sanitize a deep-fat fryer in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.08 Clean and sanitize a steam-jacketed kettle in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) Manufacturers operating instructions 		
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<p>SECTION C: SAFETY AND SANITATION</p> <p>4.09 Clean and sanitize an electric food mixer in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.10 Clean and sanitize a juice machine in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.11 Clean and sanitize a coffee machine in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.12 Clean and sanitize a milk machine in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.13 Clean and sanitize a meat slicer in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.14 Clean and sanitize an electric toaster in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions 		
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<p>SECTION C: SAFETY AND SANITATION</p> <p>4.15 Clean and sanitize all food contact surfaces in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>4.16 Clean and sanitize non-food contact surfaces within food service spaces in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) • Manufacturers operating instructions <p>5.01 Verify and inspect that authorized food items received are in compliance with specifications in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Federal Supply Catalog, FSC Group 89 Subsistence <p>5.02 Inspect all food handlers for compliance to hygiene and uniform standards in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) <p>SECTION D: PROCUREMENT</p> <p>5.01 Purchase food service utensils and/or equipment from federal supply system and commercial sources in accordance with:</p> <ul style="list-style-type: none"> • USCG Finance Center Standard Operating Procedures, M7000.1 • Property Management Manual , COMDTINST M4500.5 (series) <p>5.02 Prepare a procurement request, DOT F 4200.1.1 in accordance with:</p> <p>Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p>		
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<p>SECTION D: PROCUREMENT</p> <p>5.03 Construct a basic Procurement Instrument Identification Code (PIIN) and/or Departmental Accounting & Financial Information System (DAFIS) for the following documents,</p> <ul style="list-style-type: none"> ◆ SF-44 Purchase order-Invoice-Voucher ◆ DD-1149 Requisition & Invoice/Shipping Document ◆ OF-347 Order for supplies and services ◆ DD-1449 Solicitation/Contract/order for Commercial items/Amendment ◆ Credit card purchase ◆ SF-1165 Receipt for Cash Sub-Voucher <p>In accordance with:</p> <ul style="list-style-type: none"> • Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) • Coast Guard Acquisition Procedures, COMDTINST M4200.19 Sub part • USCG Finance Center Standard Operating Procedures, M7000.1 <p>5.04 Construct an accounting line for a CGDF food purchase in accordance with:</p> <ul style="list-style-type: none"> • USCG Finance Center Standard Operating Procedures, M7000.1 <p>5.05 Complete the following documents manually,</p> <ul style="list-style-type: none"> ◆ SF-44 Purchase order-Invoice-Voucher ◆ DD-1149 Requisition & Invoice/Shipping Document ◆ OF-347 Order for supplies and services ◆ OF-347 Blanket Purchase Agreement ◆ DD-1449 Solicitation/Contract/order for Commercial items/Amendment ◆ SF-1165 Receipt for Cash-Sub Voucher <p>In accordance with:</p> <ul style="list-style-type: none"> • Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) • Coast Guard Acquisition Procedures, COMDTINST M4200.19 Sub part • USCG Finance Center Standard Operating Procedures, M7000.1 <p>SECTION E: RECIEPT AND STORAGE</p> <p>5.01 Check a received food purchase receipt for accuracy in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINSTM4061.3C (series) 		
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<p>SECTION E: RECIEPT AND STORAGE</p> <p>5.02 Store dry food items in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINST M4061.3C (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) <p>5.03 Store frozen food items in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINST M4061.3C (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) <p>5.04 Store refrigerated food items in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINST M4061.3C (series) • Food Service Sanitation Manual, COMDTINST M6240.4 (series) <p>SECTION F: TRAINING</p> <p>5.01 Give a presentation to food service personnel on the basic principles of nutrition in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINST M4061.3C (series) • Armed Forces Recipe Service (AFRS) NAVSUP Publication 7 <p>7.01 Train subordinates with sections G 5.01 through G 5.10 in management procedures necessary to operate a Coast Guard Dining Facility in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • Enlisted Qualifications Manual COMDTINST 1414.8 (series) <p>7.02 Deliver a presentation for Coast Guard Dinning Facility patrons on healthy eating habits to include daily caloric, and nutrient intake in accordance with:</p> <ul style="list-style-type: none"> • Food Service Practical Handbook COMDTPUB P4061.4 (series) • Subsistence Manual COMDTINST M4061.3C (series) <p>Armed Forces Recipe Service (AFRS) NAVSUP Publication 7</p>		
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<p>SECTION G: PAPERWORK AND INVENTORY MANAGEMENT</p> <p>5.01 Prepare an end of the month "Physical Inventory" for Purchase Vs. Allowance Inventory Control System in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) <p>5.02 Prepare an end of the month "Book Inventory" for the Perpetual Inventory Control System in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) <p>5.03 Prepare an end of the month "Physical Inventory" for the Perpetual Inventory Control System in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) <p>5.04 Collect, account for, secure, and transmit monetary funds in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • USCG Finance Center Standard Operating Procedures, M7000.1 • Physical Security Program COMDTINST M5530.1B <p>5.05 Complete the following documents using the current BDFA Message, current Meal Rate message, and Vendor invoices/Receipts for Purchase Vs. Allowance Inventory System</p> <ul style="list-style-type: none"> ◆ CG-2581 Issue Sales Slip/Sale of stores/Transfer of stores ◆ CG-3123 Daily and Summary Ration Memorandum ◆ CG-3471 Daily Ration Cost Record ◆ CG-3476 Individual Credit Account ◆ CG-4261 Provision Inventory Report ◆ CG-5269 Report of Survey <p>in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • USCG Finance Center Standard Operating Procedures, M7000.1 		
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<p>SECTION G PAPERWORK AND INVENTORY MANAGEMENT</p> <p>5.06 Complete the CG- 2576, Coast Guard Dining Facility Operating Statement (CGDFOS) using the Purchases Vs. Allowance Inventory Control System and all necessary data from the completed documents below,</p> <ul style="list-style-type: none"> ◆ CG-2576 Dining Facility Operating Statement from the previous month ◆ CG-2581 Issue Sales Slip/Sale of stores/Transfer of stores ◆ CG-3123 Daily and Summary Ration Memorandum ◆ CG-3471 Daily Ration Cost Record ◆ CG-3476 Individual Credit Account ◆ CG-4261 Provision Inventory Report ◆ CG-5269 Report of Survey ◆ DD-1149 for AMIO OPS ◆ Acknowledgement of Collections Receipt Letter ◆ Letter of Transmittal ◆ Call Record Sheet <p>in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • USCG Finance Center Standard Operating Procedures, M7000.1 <p>5.07 Complete the following documents for a Perpetual Inventory Control System using the current BDFA message, current meal rate message, and vendor invoices/receipts.</p> <ul style="list-style-type: none"> ◆ CG-2581 Issue Sales Slip/Sale of stores/Transfer of stores ◆ CG-3114 Inventory Adjustment Form ◆ CG-3123 Daily and Summary Ration Memorandum ◆ CG-3469 Provision Inventory Control Record ◆ CG-3471 Daily Ration Cost Record ◆ CG-3476 Individual Credit Account ◆ CG-4218 Flight meal request ◆ CG-4246 or NAVSUP 766 Provision Inventory Ledger Cards ◆ CG-4261 Provision Inventory Report ◆ CG-4901 Meal Sign In Sheet ◆ CG-5269 Report of Survey <p>in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • USCG Finance Center Standard Operating Procedures, M7000.1 		
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<p>SECTION G Paperwork and Inventory Management</p> <p>5.08 Complete the CG- 2576, Coast Guard Dining Facility Operating Statement (CGDFOS) using the Perpetual Inventory Control System and all necessary data from the completed documents below,</p> <ul style="list-style-type: none"> ◆ CG-2576 Dining Facility Operating Statement from the previous month ◆ CG-2581 Issue Sales Slip/Sale of stores/Transfer of stores ◆ CG-3114 Inventory Adjustment Form ◆ CG-3123 Daily and Summary Ration Memorandum ◆ CG-3469 Provision Inventory Control Record ◆ CG-3471 Daily Ration Cost Record ◆ CG-3476 Individual Credit Account ◆ CG-4218 Flight meal request ◆ CG-4246 or NAVSUP 766 Provision Inventory Ledger Cards ◆ CG-4261 Provision Inventory Report ◆ CG-4901 Meal Sign In Sheet ◆ CG-5269 Report of Survey ◆ Letters of Transmittal ◆ Acknowledgement of Collections Receipt Letter ◆ Call Record Sheets <p>in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) • USCG Finance Center Standard Operating Procedures M7000.1 <p>5.09 Demonstrate the proper procedures for the relief of the Food Services Officer (FSO) for the following,</p> <ul style="list-style-type: none"> ◆ Informal Relief ◆ Formal Relief <p>in accordance with:</p> <ul style="list-style-type: none"> • Subsistence Manual COMDTINST M4061.3C (series) <p>NOTE: If equipment is not available at your unit, the Performance Qualification may be signed off as being performed or completed upon your explaining the proper Safety, Set up, Operating, and Securing procedures to the signing official.</p> <p>END</p>		
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